

Position Title:

Administrative Projects and Contracts Coordinator

Reports to:

Adriana Harrington, Director of Project Management, Consolidated Planning and Monitoring

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

This professional, executive service position requires the incumbent to provide administrative oversight and management of division-wide projects, assist with data and fiscal management, and serve as the contract liaison for the Division of Consolidated Planning and Monitoring (CPM).

Specific Position Responsibilities:

- Manage division conferences, trainings, meetings and workshops to include:
 - Coordinate with event venue to ensure proper set up, meals, billing, and other event logistics
 - Communicate with event participants as necessary
 - Contract and communicate with guest speakers
 - Coordinate and collaborate with internal staff regarding event logistics, agendas, hotel accommodations, handouts, presentation documents, etc.
 - Develop and administer event evaluations
 - Analyze, summarize, and share event evaluations
- Assist in the communication review process for CPM to include creation and maintenance of TDOE/CPM templates, editing of documents, creation of presentations, publishing of CPM Update, etc.
- Assist with special projects as assigned by the Executive Director and the Director of Project Management
- Create, manage, and revise CPM policies and procedures documents to ensure consistency among CPM staff and to keep LEAs informed
- Assist the ePlan System Administrator in the uploading of data to ePlan and the day-to-day management of the system as needed
- Serve as the CPM contract liaison within TDOE. Duties include:
 - Knowledge of CPO contract procedures
 - Knowledge of contract procedures in Edison
 - Attendance at all contract meetings
 - Creation, tracking, and managing CPM contracts
- Support the Executive Director in the fiscal management of grants administered by CPM to include maintenance of fiscal spreadsheets, tracking of expenditures, attendance at budget and fiscal meetings as necessary, transferring funds as needed, collaboration with CFO regarding grant closeouts, etc.
- Other related duties as assigned

Qualifications:

- Bachelor's degree (minimum) in relevant field
- Three years of experience with contract management preferred
- Three years of experience with education program administration preferred
- Three years of experience with grant management preferred
- Experience with, and/or working knowledge of ESEA
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint)
- Very strong planning, organizational, project management skills
- Very strong oral and written communication skills

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Adriana.Harrington@tn.gov. Applications will be accepted through June 15, 2018.

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